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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 24 September 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 18 - 24 September 1956

1. Numbers in Clerical Induction Training. During the week of 18 September there were 70 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 24 people for the week of 18 September.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 18 September were:

	Tested	Qualified
Shorthand	32	8
Typewriting	54	27

4. Official Agency Testing Administered by Clerical Refresher Training. On 11 September 1956, Clerical Refresher Training administered the official Agency typewriting and shorthand tests. The results are as follows:

	Tested	Qualified
Shorthand	3	0
Typewriting	6	2

5. The Professional Typewriting Class Cancelled. The early morning typewriting class that was to be given from 24 September to 23 November 1956 for professional personnel has been cancelled. The registration was not large enough to justify presentation of the course.



25X1

OTR/CT/MAH:jdm (24 September 1956)

25 YEAR RE-REVIEW

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